
Kentucky Extension Association of Family & Consumer Sciences Spring Board Meeting Minutes April 2, 2020 ~ Zoom Online

NEAFCS CREED

As an Extension educator my prime concern is people. I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator. I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership. May I always be willing to accept the challenges of the changing times.

All business of the Spring 2020 KEAFCS Board meeting was conducted via the online meeting platform Zoom. The meeting was called to order by President Melissa Goodman at 9:00am. Our Thought for the Day was given by Tiffany Bolinger. A review of Parliamentary Procedure was done by Past President Judi O'Bryan. Meeting will follow Robert's Rule's of Order. Participants were instructed to write motions and seconds in the chat box with name and county. A copy of the chat box conversations can be found on file with these minutes. LaToya Drake, Laken Campbell, and Karli Jessie were appointed as reviewers for today's minutes.

A copy of the sign in sheet for attendance is on file with the minutes. Names and titles of those present were retrieved from the chat box. Both a formal list and a copy of the chat box thread can be found on file with these minutes.

Dr. Jennifer Hunter had no updates, but some requests. LaToya Drake offered to represent FCS on the May 14 Diversity, Equity, and Inclusion Series conducted by the Office of Diversity. On this date, they will highlight all of Extension and are asking for 2 representatives to do lightening talks in all program areas including NEP assistants. If anyone has suggestions of someone who might be interested, please contact Dr. Hunter. Next, Dr. Hunter asked agents for feedback regarding the FCS state level response to the COVID-19 crisis. Feedback included the following: request for menu ideas using PIU recipes, in social media format; handouts and articles for mail outs and newspapers to reach audiences not on social media; a graphic explaining food expiration date meanings; more financial management resources and class offerings; highlight materials from life story curriculum and adapt for youth. Agents expressed that the webinars coming from state are wonderful, but the schedule is a bit overwhelming. There was discussion on how agents have been successful sharing the webinars on social media. There was a suggestion that the state team conduct a weekly talk that focuses on a specific topic. Lastly Jennifer Bridge brought up telling our story to upper administration (i.e. President Capiluto) and the Governor. We already have a platform for this through the Qualtrics link that is set up for success stories. Everyone was encouraged to utilize that tool. Lastly, Dr. Hunter encouraged agents to reach out to her or her team if something was not working, if something is working well, they want to know that too, or if you have ideas.

Secretary Natalie Taul presented the minutes from the Winter 2019 Board Meeting. They were approved as presented per a motion from Jennifer Bridge, seconded by Mindy McCulley. Motion carried. Everyone was asked to respond in the chat box with their name and county/board position for roll call.

Treasurer's report – Janey Cline gave the financial report. The balance on 11.01.2019 was \$89,179.09. Since that time several deposits have gone through in addition to various expenses related to the KEAFCS meeting. The current balance, as of today, stands at \$80,480.22. A copy of the financial report can be found on file with the minutes. Janey also announced that all finances have been transferred to Quickbooks Online. Diana Doggett made a motion to approve the financial report as presented, seconded by Ruth Chowning. Motion Carried.

Officer Reports

President's report – Melissa Goodman reported that she served as chair of the audit committee, at JCEP she was asked to work on the NEAFCS membership directory and will have more information on that forthcoming. She is working on updating the KEAFCS listserv and will send on to membership chairman to review. She attended JCEP leadership conference and went to 2 NEAFCS meetings. She brought greetings to KEHA board members at one of their board meetings. Lastly, she will be attending PILD online conference next week. Please refer to NEAFS goals on the written report filed with the minutes.

President Elect report – Mindy McCulley reported that she attended JCEP in SanAntonio and intends on participating in PILD next week via the new online format. KEAFCS state meeting planning has slowed a bit due to current circumstances. The theme for KEAFCS 2020 is Teamwork.

Sally Mineer made the announcement that there will be in-service opportunity the day before KEAFCS as in years past.

VP for Awards & Recognition report– Lora Davidson reported that there were 91 entries this year, which was up from last year, 72 of those entries went on to national. A written report is filed with the minutes.

VP for Member Resources report – Anna McCoy reported we are currently at 124 members currently; 10 of those are new members. Notify Anna when new FCS agents are hired so she can reach out to them regarding membership. Lodging for the 2020 Annual Session in Utah is now open and registration will be open soon. The annual session app is available in the app store. A written report is filed with the minutes.

VP for Public Affairs report – Alethea Price gave an update on the 2019 NEAFCS impact statements. Kentucky was well represented in several national impact statement categories. There is a link in the written report where impact statements can be viewed. PILD will be conducted online next week (April 6 and 7). Theme is “Moving Knowledge Into Solutions”. Scholarships are available and registration has been lowered to \$160. A modified calendar is on the way.

Chairman Reports

Nominating Committee – Lora Lee Howard encouraged everyone to apply for officer positions. They will begin recruiting in July.

Retirement & Life Members – Shelia Fawbush reported that 6 people were recognized for retirement at the 2019 KEAFCS meeting. There is work being done to update the retiree database. If anyone has updates regarding retiree contact information, please send to Sheila. A decision about whether the retiree luncheon scheduled for the first Tuesday in June will be made closer to the date. A written report is on file with the minutes.

Plate It Up KY Proud – No report

Newsletter & Website – Kayla Watts reported that she is working on the Spring Newsletter, several areas have sent in information. If you have not sent an update, send to Kayla soon. Any officer wishing to put an update in the newsletter do the same. Should be out in the next couple of weeks. Any updates to the website should be sent to Kathy Byrnes.

Constitution, History & Bylaws – Mary Hixson requested that the policy changes made during the November board meeting be updated on the website. Contact Mary with any changes or anything needed to be looked at regarding polices or constitution.

Pride of KY Endowment – Sally Mineer did not have access to the accounting information for the fund. She will send the balance later to be added into the minutes at the next board meeting.

Special Committee for Promotion – Jennifer Bridge reported that several weeks ago a blanket statement was sent out to everyone to use in correspondence. This blanket statement can be edited to promote Extension as a whole or just promote FCS Extension. The statement highlights that using the Extension Service is the best way to receive unbiased, research based information on a variety of topics. It can be utilized on many different platforms and in many different settings.

Marketing Committee – Diana Doggett reported on Living Well Month. Some counties promoted Living Well materials throughout the month of March. Mindy and Diana will be sending out the success story link again in order to tell our story to upper administration.

Past Presidents – Mary Hixon. Past presidents met during the KEAFCS meeting. Discussion topics included: importance of communication from officers to membership, reading policies (all officers and members need to review polies and become more familiar with them). Also discussed were staffing concerns and the status of the degree program.

Audit Committee – Melissa Goodman reported that this committee met in January. A report from the committee can be found on file with the minutes. The following are recommendations from the committee:

- Cover sheet – requesting reimbursement must be submitted in order for reimbursement
- Audit each year instead of every 2 years
- Need transmittal form
- Need to make budget line item and revise financial documentation forms to align with UK Financial Operations Standards
- Write check numbers on all reimbursement requests
- Financial report needs summary of budget/expense for each category

Unfinished Business

None to report/discuss

New Business

Appoint Nominating Committee – Melissa Goodman appointed the following people to the nominating committee: Lora Lee Howard, Chair, (East) Elizabeth Coots, (Central) LaToya Drake, and (West) ????. Positions seeking nominations: VP public Affairs, Secretary, & VP Professional Improvement/President Elect. Nominations will be due October 1 this year.

Appoint Finance/Budget Committee – Melissa appointed Janey Cline (Chair), Lora Davidson, Sally Mineer, and Anna McCoy for the finance/budget committee.

Melissa appointed Kelly Burgess as a second alternative signer for checking account.

Janey Cline lead a discussion of the duties/responsibilities of the treasurer. The bylaws do not state specific responsibilities of the treasure. This posed a problem when attempting to open a new account. Janey Cline, as treasure of KEAFCS, has permission to open a new account in

order to move and access funds for the duration of her term. In addition to a copy of these minutes, a signed letter from the KEAFCS president on official letter head will be needed. The finance committee needs to review the treasurer portion of the bylaws and policies, write up new policy or make changes to existing policy and submit in order to go through policy change procedures. It was recommended by the board to leave the account at PNC Bank as there is not a bank that is located throughout all parts of the state.

Anna McCoy and Sheila Fawbush to be on committee to look into NEAFCS membership list and update information for lifetime members. Committee will also look over how we have membership written out in constitution and bylaws. No changes may be needed but needs to be reviewed and recommendation made on how to move forward.

Friend of Extension Nominations are due October 1 to Judi O'Bryan. Forms can be found on the website. Nominations are to come from Lake Cumberland & Northern KY this year.

Jennifer Bridge made a motion to bestow honorary membership to Dr. Laura Stephenson. Seconded by Kathy Byrnes. Motion carried. A suggestion was made to invite past honorary members to luncheons.

A motion to adjourn was made by Jennifer Bridge and seconded by Judi O'Bryan. Motion carried.

Respectfully submitted – Natalie Taul, Secretary

Dates to Remember

April 6-7, 2020PILD Conference via ZOOM Platform
September 1, 2020Submit KEAFCS/NEAFCS 2021 Dues to Janey Cline (suggested)
September 14-17, 2020NEAFCS 2020 Annual Session, Salt Lake City, UT
September 22, 2020KEAFCS Fall Board Meeting, Grayson County Extension
October 1, 2020Deadline for Friends of Extension Award to Judi O'Bryan
October 1, 2020KEAFCS Officer Nomination due Lora Lee Howard (suggested)
November 18, 2020FCS In-service, Holiday Inn, Louisville
November 19 & 20, 2020KEAFCS meeting, Holiday Inn, Louisville, KY
December 3, 2020Dine in for Healthy Families
December 15, 2020Area Officer Forms and Area POW to Melissa Goodman
December 31, 2020NEAFCS Committee Application Due
February 8-9, 2021JCEP Leadership Conference in Kansas City, MO
April 11-14, 2021PILD Conference, Crystal City, Arlington, VA
November 2-5, 2021NEAFCS 2021 Annual Session, Amway Grand, Grand Rapids, MI
February 9-10, 2022JCEP Leadership Conference in Kansas City, MO
April 3-6, 2022PILD Conference, Crystal City, Arlington, VA
September 12-15, 2022NEAFCS 2022 Annual Session, Raleigh, North Carolina